CAPEL PARISH COUNCIL

MINUTES OF FINANCE COMMITTEE HELD ON
MONDAY 02 NOVEMBER 2026 IN CAPEL PARISH HALL

Present: Mr Salter, Mr McLachlan, Mr Ball, Mrs Schryver the Clerks.

1. Apologies: Mr Palmer

2. Declarations of Interest: None

3. Matters Arising: None

4. Questions from Members of the Public: None

5. Profit and Loss to 30 October 2026:

30 October 2026	NS&I Reserve Account	£623.19
30 October 2026	NatWest Reserve Account	£141,433.92
30 October 2026	NatWest Current Account	£3,008.31
30 October 2026	High Interest Account	£91,427.81

Mr Salter addressed the meeting. The accounts and budget position were reviewed. Expenditure to date was reported as £94,000, with approximately one-third of the financial year remaining. It was noted that expenditure is currently projected to exceed the budget by approximately £10,000, partly due to essential maintenance expenditure that had not been budgeted for.
The Council's precept has been received in full. It was noted that any further capital expenditure is expected to be funded from available CIL receipts. Reserves at the end of the financial year are currently projected to be approximately £80,000.
The proposed precept for 2027/28 was discussed. Considering the anticipated withdrawal of grant funding from Mole Valley District Council, it was proposed that the precept be set at £137,000. The Committee had reviewed the individual budget headings, which had been kept as low as reasonably possible.
Following receipt of a significant CIL payment, it was proposed that certain budget provisions could be removed, with eligible community projects instead funded from CIL receipts. It was also proposed that the outstanding PWLB loan be repaid in full.
These proposals will be presented to the next Full Parish Council meeting for consideration and approval.
Funds must be earmarked for future projects, with the following suggestions being made.

- Upgrading Children's playground, Capel
- Capel Alms Houses
- Weald School
- 24th Dorking Scouts hut refurbishment
- Replacement of stiles for kissing or pedestrian gates
- Phase II improvement Beare Green Village Hall
- Markham Park Copse
- Trig Street

Mr Salter mentioned the half-year audit which had taken place that morning. The draft report had been received containing constructive criticism. This report will be circulated to all Councillors and discussed fully at the next Full Parish Council meeting. The auditor approved the use of the new accounts package Scribe and recommended ways to improve publishing information for Councillors.

6. Staff Working Hours

Mr McLachlan advised the Committee that, in view of the number of projects currently being undertaken by the Parish Council, it had been agreed to divide the clerking workload between (a) the day-to-day administration and operation of the Council, and (b) the management and progression of Council projects.

To ensure that all projects are progressed effectively, it was proposed that the Assistant Clerk's contracted hours be increased to 20 hours per week with effect from 1 November 2026, rather than waiting until the start of the new financial year.

All Committee members agreed to recommend the increase which will be presented to Full Council for approval at the November meeting.

7. Date and time of next meeting:

Monday 18 January 2027 in Capel Parish Hall .